

LIST OF
CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION
PLEASE DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH
JOB RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
DEPUTY SHERIFF/CORRECTIONS OFFICER WEBER COUNTY SHERIFF OFFICE	\$16.72 to \$27.06/Hr/DOQ	7-8-2016

SPECIAL QUALIFICATION You Must Be Certifiable and attach your P.O.S.T. Certification. Resume also required

JOB SUMMARY Performs a variety of routine and specialized public safety work to include patrol; code enforcement; service of criminal and civil process; investigation; traffic regulation; and related duties of a sheriffs office. May also include the care and custody of prisoners; maintains order and discipline among prisoners; performs municipal police type court security; bailiff duties, etc. **MAJOR DUTIES** (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Works assigned, rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrests of persons involved in crimes or misconduct; uses good judgment in deciding course of action, and is expected to handle difficult and emergency situations. Patrols county and city streets and cul-de-sacs, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect. Maintains normal availability by radio or telephone for consultation on major emergencies or precedent. Carries out duties in conformance with federal, state, county and city laws and ordinances. Responds to emergency radio calls and investigates accidents, crimes, robberies, disturbances, disputes, drunkenness, fights, missing children, prowlers, abuse of drugs, etc., both in the county and in the corrections facilities among prisoners. Takes appropriate law enforcement action. Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene. Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses and suspects. Develops leads and tips. Searches the scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings. Prepares a variety of reports and records to include officer's daily log, reports of investigation, field interrogation report, alcohol reports, influence reports, intoxilyzer test forms, check lists, bad check form, vehicle impound form, traffic hazard report, etc. Completes all prisoner forms and documents, and routes them to the appropriate agency or person. Reviews completed documents for spelling, grammar and informational accuracy and makes any necessary corrections. Undertakes community oriented police work and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc. Participates in investigating criminal law violations occurring within the county limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities. Conducts patrol activities including directing traffic, investigation of reported or observed violations of law and conducting patrol activities. Coordinates activities with other officers or departments as needed. Exchanges information with officers in other law enforcement agencies as needed and obtains advice from the county attorney, court administrator, and prosecutor's office regarding cases, policies and procedures as needed and assigned. Maintains contact with general public, court officials and other city officials in the performance of operating activities. Maintains assigned equipment, supplies and facilities. Serves as a member of various employee committees. May supervise temporary or part-time staff as assigned.

SECONDARY DUTIES

Works assigned, rotating shifts performing the following correctional functions: Books, searches and releases prisoners according to established procedure; processes prisoner money and property; searches prisoners for hidden weapons and contraband; houses prisoners and issues clothing, bedding, and personal supplies to all incoming prisoners; administers and supervises meal time feeding, visitation, recreation, counseling and work assigned to prisoners; answers telephone

calls and monitors jail access and egress; performs security patrols; maintains security in all areas of the corrections or holding facilities, Sheriff's Complex, or court facilities. Opens and closes sessions of court; maintains order in the court; makes regular search of the courtroom for unusual items; removes disorderly people from the courtroom; operates metal detector; observes all persons entering the courtroom, their movement and activities; limits access to the bench and other restricted areas; monitors the court building detention area; operates x-ray machine; opens and patrols the county facilities and court buildings. Protects the judge and obeys all lawful court orders. Takes defendants into custody that are placed into jail by the judges; searches prisoners. Notifies selected citizens of upcoming jury duty; oversees security of the jury room when jury is sequestered; provides necessary materials to jury; relays messages between the jury and the court; works with the jury as necessary. Performs other duties as assigned.

MINIMUM QUALIFICATIONS *High school graduation or equivalent; and current Peace Officer Certification by Utah Peace Officer Standards and Training or certifiable as a Corrections and/or Law Enforcement Officer AND No experience required. Preference will be given to applicants with dual certification (LEO/CO).*

Some knowledge of modern law enforcement principles, procedures, techniques and equipment; typing and data entry procedures; working knowledge of spelling and grammar rules. Skill in operating a computer terminal and in operating the tools and equipment listed below. Ability to make rapid and sound decisions under pressure; to review reports and correct spelling, grammatical and informational errors; to learn the applicable laws, ordinances and department rules and regulations; to perform work requiring good physical condition; to communicate effectively, both orally and in writing; to establish and maintain effective working relationships with subordinates, peers and supervisors; to exercise sound judgment in evaluating situations; to follow verbal and written instructions; and to learn the county's geography.

SPECIAL REQUIREMENTS

Must have a current Law Enforcement Officer and/or Basic Corrections Officer Certification by Utah Peace Officers Standards and Training or must be Certifiable. Must possess, or be able to obtain by the time of hire, a valid Utah State Driver's License without record of suspension or revocation in any state. Ability to meet the department's physical standards. Must be adaptable to changing work hours to accommodate rotating shifts. Must be twenty-one (21) years or older at the time of employment. No felony convictions or disqualifying criminal histories. U.S. citizen. Must be able to read and write the English language. Must be of good moral character and of temperate and industrious behavior.

SELECTION GUIDELINES Formal application; review of education and experience, ranking by P.O.S.T. certification scores, oral interview, and physical test

TOOLS AND EQUIPMENT USED

Sheriff car/truck, police radio, radar gun, handgun, impact weapon, handcuffs and other personal restraints, intoxilyzer, pager, side-handle baton; ASP, computer, calculator, first aid equipment, and other weapons as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must be able to initiate forcible arrests of combative violators. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places, and with explosives; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

POSITION OPENED UNTIL FILLED

APPLICATION AND CERTIFICATION must be submitted to: Weber County H.R 2380

**Washington Blvd., #340, Ogden, Utah 84401 (801) 399-8623 DRUG & BACKGROUND
TESTING REQUIRED EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**